Overview

Trigger: Agency payroll staff should use this report prior to the processing of payroll every pay period to identify employees who may not be paid correctly due to missing time entries and/or entries that have not been approved.

Business Process Procedure Overview

Time and other pay entries must be electronically approved in the payroll system before being paid. This report lists employees who may not be paid correctly because they have:
- One or more unapproved time or other pay entry – Warning, 'Entry Not Approved'
- No time entries for the current period – Warning, 'No Time Entries'

The 'Entry Not Approved' warning applies to:
- Employees for whom time entries are required for payment who have unapproved entries for the current or prior pay period.
- Employees whose scheduled work time is automatically paid but who have unapproved leave entries or other pay entries for the current or prior pay period back to the earliest allowable retro date or current hire date whichever is later.

The 'No Time Entries' warning applies to:
- Employees for whom time entries are required for payment but who have no entries in the current period.

This report should be run immediately after time and other pay entries are to have been completed for the pay period and again just before preliminary payroll is processed. Corrective action should be taken before final payroll is processed.

Some examples of corrective action include:
- Notifying employees that time must be entered in ordered to be paid
- Notifying supervisors that there are entries that must be approved
- Having entries approved by someone other than the Time Entry Operator

Entries can be made by the employee using Employee Self Service (ESS) or by Time Entry Operators. Approval can be done by the employee's supervisor via ESS or by Payroll Coordinators at each department. (Currently, entries by Time Entry Operators do not need approval; however, this functionality is being phased out to improve internal control.)

If entries require correction before they can be approved, the employee must make the correction either in ESS or on a paper timesheet. Supervisors can approve entries up until preliminary payroll is processed. After that, entries must be approved by a Payroll Coordinator.

If a supervisor approves entries before ESS is closed for time entry, it is possible for an employee to make entries in ESS after the approval. Such entries, however, are not processed unless the supervisor re-approves the timesheet or the entries are approved by the Payroll Coordinator.

Procedural Steps

1. **Access transaction by:**

Via Time Entry Operator Menu	Reports - After Entry → Time and Other Pay Entry Alerts
Via Transaction Code	Z_TIME_ALERT_RPT
Via Favorites Menu	Time and Other Pay Entry Alerts

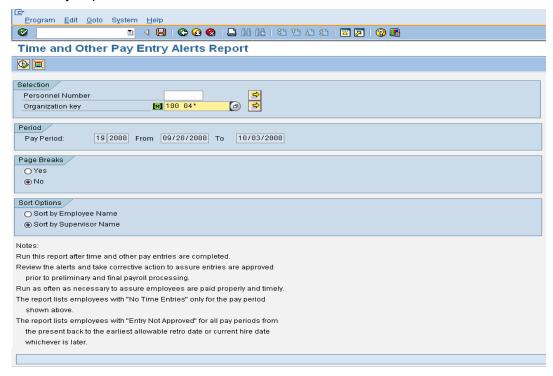Double click on the "Time and Other Pay Entry Alerts" transaction and the following screen appears:

Input – Available Fields	Field Value
Personnel number	Employee Identification Number of the employee (or employees)
Organization key	Department, Unit, and Distribution Code
Page Breaks	Yes or No
Sort Options	Sort by Employee Name or Sort by Supervisor Name

1.1 **The "Personnel Number" field is used to select specific employees by entering the employee identification number(s) in the "Personnel Number" field.** Enter more than one EIN by clicking on the multiple selection ⇨ icon to the right of the "Personnel Number" field. A box appears that allows entry of multiple EIN's. *This field may be left blank if using the "Organization key" selection filter.*

1.2 **The "Organization key" field allows entry of the Department code followed by a blank space, the Unit code and the Distribution code to specify selection of an employee group.** The entry format is "ddd (blank) uuuudddd". Use the wild card symbol, *, in the selection criteria as one of the unit or distribution digits to get all employees within the same org key. For example, to print the report for all employees in department 100 and units with 0420, enter 100(space)0420*. Enter multiple organization keys by clicking on the multiple selection ⇨ icon to the right of the "Organization key" field. A box appears that allows entry of multiple individual organization keys or a range of organization keys. *This field may be left blank if using the "Personnel Number" selection.*

1.3 **The default for "Page Breaks" is set to "No".** Click on the radial button next to "Yes" to create page breaks after each Department, Unit and Distribution change.

1.4 **Select the "Sort Options".** To change the default option, click on the radial button next to the other option.

> ➢ "Sort by Employee Name" lists warnings by employee's last name within the selected "Organization key(s).
> ➢ "Sort by Supervisor Name" lists warnings by the supervisor's last name within the selected "Organization key"(s). If a supervisor has warnings for employees in different "Organization key"(s), the warnings will be listed with that supervisor provided the "Organization key" or employee was include in the selection.

1.5 **Click on the Execute button in the upper left area that looks like a clock to view the report**.

1.6 **Example of a completed selection screen:** The selection criteria was set to display warnings for employees in Department 100 and Units starting with 04* sorted by supervisor.

1.7 **The resulting report is shown below.** Employees and their related warning messages are listed. If there are no warning messages for the selected employees, the report will display the words: 'No employees found with Missing Time or Entries Not Approved'.

1.8 **To print the report click on the Print (Ctrl + P) 🖨 icon (or choose System > List > Print) from the screen heading toolbar.**

2. **The report heading contains the following information:**

- The report ID
- The report title
- Page number
- Pay Period to which the entry alerts apply
- Date Range of the pay period
- Sort Method
- Date the report was run
- Time the report was run

2.1 **The columns on the report are listed below with a brief description.**

Dept The employee's department number

Unit The employee's home organization unit number

Dist Code The employee's distribution code

Warning Warning messages for employees with 'No Time Entries' or 'Entry Not Approved'.

Date Range The pay period begin and end dates to which the entries apply. (Usually the current entry period but can be prior periods if unapproved prior period entries exist)

EIN The employee's identification number

Employee Name The employee's name

ESS The employee's ESS usage category:

T = 'Time Entry' and general access is allowed.

A = Approval of non ESS entries is allowed including general access.

N = No 'Time Entry is allowed, but general access is allowed.

Blank = No Access allowed

EE Grp   The Employee Group controls pay and benefit processes:

1 = Active / Leave Accrual / WrkComp / Unemployment / LTD / Life

2 = Active / No Leave Accrual / WrkComp / Unemployment

3 = Active / FT Judges & Elected Officials / No Leave Accrual / WkrComp / LTD Life

4 = Active / Legislators & Boards / No Leave Accrual / WkrComp

8 = LWOP / No Leave Accrual / No Emplr Paid Insurance

T = Terminated

R = Retired

D = Deceased

EE Sgrp   The Employee Subgroup determines what overtime rules apply:

71 = NonExempt / Wkly > 40 C/OT @ 1.5

72 = NonExempt / QuadWkly > 160 C/OT @ 1.5

73 = NonExempt / BiWkly > 80 @ 1 / > 87 @ 1.5

74 = NonExempt / QuadWkly > 171 C/OT @ 1.5

75 = NonExempt / QuadWkly > 212 C/OT @ 1.5

76 = NonExempt / BiWkly > 80 OT Paid @ 1.0 (No Comp)

77 = NonExempt / QuadWkly > 171 C/OT @ 1.5

78 = NonExempt / Daily > 8 OT Paid @ 1.5 (No Comp)

90 = Exempt / BiWkly > 80 Earn Comp @ 1.0 (No OT)

91 = Exempt / All Hours Paid @ 1.0 (No Comp)

92 = Exempt / BiWkly > 80 Earn Comp @ 1.0 & Charge When Earned

93 = NonExempt / QuadWkly > 160 Earn Comp @ 1.0

Supervisor's Name   The employee's supervisor

EIN   The supervisor's employee identification number